



**USA Staffing**<sup>®</sup>  
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**USA Staffing**

# **Stage Release Notes**

**Release 10.1**

**January 18, 2019**

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**OPM HR SOLUTIONS**  
*by government, for government*

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## Introduction

OPM employs agile IT development techniques in the development and maintenance of the USA Staffing system. This means we have the ability to update priorities through frequent, iterative releases based on changes in the hiring landscape or the identified needs of the collective customer base.

The USA Staffing Release Notes provide an overview of the most recent functionality deployed to the USA Staffing Stage and Production environments.

To learn more about features that already exist in USA Staffing and to review the upcoming release schedule for the USA Staffing Stage and Production environments, please visit [USA Staffing Resource Center](#).

## Completed System Functionality

The items outlined in this section include newly added functionality in the USA Staffing. Examples of functionality found in this section can range from corrected issues within the system, changes that enhance the system's performance, enhancements made to the user experience specific to existing features based on feedback received, or new functionality that improves the system's already robust set of capabilities. As you review this section, you may see the following icon  which designates the completion of feature that was previously identified in the Feature Backlog & Glossary on the [USA Staffing Resource Center](#).

### Staffing Functionality

- Added the Promotion Potential data insert to the list of Vacancy/Announcements data inserts available for use within Announcements and Notifications.
  - Promotion Potential will display as *GS-13* when a Promotion Potential value is selected on the Announcement Information sub-page.
  - Promotion Potential will display as *None* when a Promotion Potential value is not selected on the Announcement Information sub-page.
- Added the following ineligible NOR message:
  - IODA: "You were not considered under this application because it was determined that you submitted duplicate applications for this announcement. Your other application will be processed."
- Added the ability to copy the Duties, Conditions of Employment, and/or Position Requirements sections of an announcement from an existing vacancy or new template type. Each of these sections will display a Copy button in the Announcement Text page.
  - When users click this button they will see the following options:
    - ✦ *From Vacancy* – Selecting this option will present a field to enter a vacancy number from which to copy each section. The following content will be copied for each section where copy from vacancy is selected.
- Duties: Summary, Responsibilities, Duties.
- Conditions of Employment: Conditions of Employment.
- Position Requirements: Requirements, Qualifications, Education, Default Education Check Box.

- ✦ *From Template* – Selecting this option will insert the template data in the appropriate sections.
  - If there are no templates for the associated template type in the Announcement Template library, *From Template* will not be listed as an option.
- If text had been previously entered in any of the sections, the existing text will be overwritten upon user confirmation.
- Whether content is copied from a vacancy or template, everything will be copied over as it is at the moment the content is copied; including text, style, data inserts, placeholder text, links, etc.
- The Copy buttons will no longer be displayed once an announcement is released and open. If the announcement is removed from USAJOBS, they will once again be available. See the Administrative Functionality section below for information on these new announcement template types.
- Added a scrolling *Go To* section on the right side, which allows users to easily select and navigate to the section of the announcement they want to work on. Also, incorporated usability improvements to how data inserts and the Save button display on the right side of the Announcement Text sub-page.
- Changed the uniqueness constraint on Assessment Name so that Assessments must be unique within an Assessment Package but can be re-used across a tenant.
- Expanded assessment *History* to capture changes when an assessment item, response option, or instruction is edited or deleted given that an announcement has been released to USAJOBS at any point (even if it never opened, was later removed/closed). This will help users better understand what changes were made to an assessment at various stages in the process.
- Made improvements to the PDF version format of the USAJOBS builder resume. This new format more closely aligns to the preview that many applicants see within USAJOBS. Please note that the USAJOBS builder resume preview is sensitive to the web browser and version being used. Because of this, USAJOBS builder resume lengths and previews may vary by browser.

## Onboarding Functionality

- Added the following forms for use in USA Staffing:
  - DOJ FNRA, DOJ OARM-1, DOJ OARM-1A, DOJ OARM-1B, SBA NHORSS, USDA RHRCCS

## Hiring Manager Functionality

- Added the ability for Hiring Managers to see reviews related to a particular hiring action so that all relevant information is included in a single place. When a Hiring Manager expands a hiring action from their dashboard, they will see a list of associated reviews with a status of *In Progress* or *Returned*. For each review listed, the following information will be displayed:
  - Review Name
    - ✦ Hiring Managers can further expand each review to see the list of Assignments.
      - Due (date the review is due)
      - Progress - Percentage of assignments that no longer have a status of *In Progress*.

- Status

## Administrative Functionality

- Added the *Return individual selections* permission to the Applicant List Review Permission Settings section within the Review Default Settings sub-page. This new setting option is defaulted as unchecked. If this permission is checked, all subsequent reviews created for the specified Office will have this permission automatically enabled for all reviewers. Individual edits can still be made at the Review level.
- Added the Promotion Potential data insert to the list of Vacancy/Announcements data inserts available for use within both, Announcement Templates and Notification Templates.
  - Promotion Potential will display as *GS-13* when a *Promotion Potential* value is selected on the Announcement Information sub-page.
  - Promotion Potential will display as *None* when a *Promotion Potential* value is not selected on the Announcement Information sub-page.
- Modified the validation messages for General Contacts. A general contact can be created with a First Name of up to 20 characters and a Last Name of up to 30 characters. The Email Address field is limited to valid email addresses. **Note:** The functionality for providing a URL with the general contact information is currently in development.
- Added the ability to create various announcement template types. This allows users to either copy an entire Announcement Template or sections of an announcement individually in the Announcement Text page as described in the Staffing Functionality section above. When creating an announcement template, users will see a new field titled *Template Type* with the following options listed for selection: ○ Announcement ○ Conditions of Employment ○ Duties ○ Position Requirements
  - **Note:** All existing templates will be assigned as Announcement in the new *Template Type* field. All newly created templates will also have Announcement as the default selection for this field.
- Added the ability to filter the Manage Announcement Templates page by *Template Type*. The default selection for this filter is *All Types*. Users will have the ability to narrow the list of templates displayed by selecting one of the following specific types: ○ Announcement ○ Conditions of Employment ○ Duties ○ Position Requirements

## Reporting and Analytics

Reporting and analytics enhancements can be reviewed in the Release Notes section of the [Reporting and Analytics](#) page on the [USA Staffing Resource Center](#).